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SOUTH CAROLINA

Training School for Nurses

CHARLESTON, S. C.

CHARLESTON, S. C.
WALKER, EVANS & COGSWELL, PRINTERS,
Nos. 3 Broad and 109 East Bay Streets.
1883.

THE FLOWERS COLLECTION

SOUTH CAROLINA

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TRUSTEES

OF THE

South Carolina Training School for Nurses.

R. A. KINLOCH, M. D., ... President.
A. H. HAYDEN, ... Vice-President.
HENRY A. DeSAUSSURE, ... Secretary.
J N. ROBSON, ... Treasurer.
HARVEY COGSWELL, ... Charleston.
W. A. COURTENAY, . . . Mayor of Charleston, *ex-officio*.
A. COWARD, State Superintendent of Education, *ex-officio*.
THEO. G. CROFT, M. D., ... Aiken.
P. GOURDIN DeSAUSSURE, M. D., ... Charleston.
P. E. GRIFFIN, ... Columbia.
BERNARD O'NEILL, ... Charleston.
J. FORD PRIOLEAU, M. D., ... Charleston.
T. GRANGE SIMONS, M. D., ... Charleston.
J. R. SOLOMONS, M. D., ... Charleston.
A. STEMMERMANN, ... Charleston.

Miss A. F. JONES, Principal.
Miss E. A. HURD, Assistant Principal.

Graduates of the New York Hospital Training School.

ERRATA.

P. E. Griffin, on page 2, should read P. E. Griffin, M. D., Superintendent S. C. Lunatic Asylum.

P. Gourdin DeSaussure, M. D., Secretary.

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MEMORIAL

To the Senate and House of Representatives of the State of South Carolina, now met and sitting in General Assembly:

The MEMORIAL of the undersigned respectfully shows to your Honorable Body that there is in the Hospitals and Charitable Institutions, and among the communities of our State, a great and widespread need for trained and skilled nurses for the sick.

That there is now manifested an earnest desire among the Medical Profession and Medical Boards, and the public, to found and sustain an institution for the special training of nurses in this State, and utilize for the public the opportunities specially offered at our own public Hospitals for the establishment and conduct of such training school.

That the founding and support of such schools in other States have always resulted in great public good and blessing. And where established they have grown to be self-supporting, because of their place and power in the community. That the presence of such an institution in this State, at this time, would open to the women of our State a new field for high and humane activity and labor, for which, by nature, they are specially endowed, would contribute largely to our general educational advancement, and would greatly promote the objects and increase the efficiency and blessing of our charitable institutions, both public and private, and raise up in our midst a corps of professionally trained, humane coworkers with the physician in his labor for humanity.

To the effecting of these most desirable and beneficent public ends, we, the undersigned, physicians and officers of public charities and others interested in the general educational welfare of the State, invoke your Honorable Body to aid and advance this movement by an incorporation of the promoters thereof by the passage of the accompanying Act, and by an appropriation of the sum of Five Thousand Dollars, the fund now necessary for the immediate and special purpose of the foundation and opening of such school.

And your memorialists will ever pray, &c.

AN ACT relating to "The South Carolina Training School for Nurses."

Whereas, there is in the Hospitals and charitable institutions, and communities of our State, a great and widespread need for skilled and trained nurses; and there is now manifested an earnest desire among the medical profession, and medical boards and the public, to found and sustain an institution for the special training of nurses within this State, and to utilize for the public good the opportunities especially offered for such Training School at our Public Hospitals;

And, whereas, the founding of such an Institution in our State would give to our women a new field of labor, for which by nature they are specially endowed, will largely contribute to our educational advancement, and greatly promote the objects and increase the efficiency and benefits of our Charitable Institutions, both public and private, and raise up in our midst a professionally trained corps of beneficent co-laborers with the physician in his labor for humanity;

And, whereas, to this end certain physicians and those interested in the public charities and hospitals and educational interests of the State, have memorialized the General Assembly of this State to aid and advance such movement, by the incorporation of the promoters thereof, and an appropriation of the sum of Five Thousand Dollars, the fund necessary for the immediate and special purpose of the founding of such School.

Now, therefore,

SECTION 1. *Be it enacted* by the Senate and House of Representatives of the State of South Carolina, now met and sitting in General Assembly, and by the authority of the same, That there is hereby founded and established at Charleston, South Carolina, The South Carolina Training School for Nurses. That the particular aim and object of said school shall be to educate skilled nurses suitable for the needs of hospitals, and capable of being intrusted with the care of the sick at their own homes.

SEC. 2. That the Superintendent of Education of the State, the Mayor of the City of Charleston, R. A. Kinloch, M. D., J. Ford Prioleau, M. D., T. Grange Simons, M. D., P. G. DeSaussure, M. D., Bernard O'Neill, Esq., A. H. Hayden, Esq., J. N. Robson, Esq., Dr. J. R. Solomons, A. Stemmermann, Esq., Harvey Cogswell, Esq., and H. A. DeSaussure, Esq., and their associates, are hereby declared to be a body corporate by the title and style of "The Trustees of the South Carolina Training School for Nurses," and shall, by its said name, have perpetual succession of officers and members, the right to use and keep a common seal, and the same to alter at will; and to have and enjoy all and every right and privilege, power and franchise incident and belonging to incorporate bodies. They shall also, have full power and authority, from time to time, to make, constitute and establish such by-laws, rules, and orders as to them shall seem necessary and convenient for the better regulation, government, well-ordering and directing of themselves as Trustees aforesaid, as well as of the South Carolina Training School for Nurses, and all officers, professors, teachers, or other persons by them employed in and about the same, and of all pupils in the said school, and for the better managing, limiting and appointing of all and singular the trust and authorities in them reposed, and for the doing, managing and transacting all things necessary for government of the said South Carolina Training School for Nurses; and the same by-laws, rules, and orders to put in force accordingly; and the same again at their will and pleasure to alter, change, revoke, and annul: all of which by-laws, rules, and orders shall be binding on each and every of the Trustees, and on all officers, professors and teachers, and other persons by them employed, and by all pupils in said school, and shall be observed by each and every of them, according to the tenor and effect thereof, under the several pains, penalties and disabilities therein expressed.

SEC. 3. That the said Trustees shall consist of not more than fifteen (15) nor less than ten (10) members, whereof the Superintendent of Education of the State of South Carolina,

and the Mayor of Charleston for the time being, shall always be *ex officio* Trustees; and when any vacancy among the non-official Trustees shall occur, by death, resignation, or otherwise, the same shall be filled by the remaining trustees.

SEC. 4. That the said "The Trustees of the South Carolina Training School for Nurses" are authorized and empowered to receive and hold donations, devises, bequests, and legacies, and to hold real and personal property to the amount of one hundred thousand dollars, for the use and benefit of the said school.

SEC. 5. That all Acts and parts of Acts inconsistent with this Act are hereby repealed.

Approved 23d December, 1883.

BY-LAWS OF TRUSTEES.

RULE I.—Officers.

The officers of the Trustees, who shall also be Trustees, shall be—

1. A President.
2. A Vice-President.
3. A Secretary.
4. A Treasurer.

And elected at the annual meeting in April, by a two-third (⅔) vote of the Trustees, whose number is provided for in the Act of Incorporation.

RULE II.—President.

The President shall preside at all meetings; call meetings at his discretion, or upon the written request of three (3) members; and annually appoint the standing committees provided for in these rules; and be *ex-officio* a member of each. He shall report annually in writing, at the annual meeting of the Trustees, giving a condensed statement of the condition of the school, its labors, pupils, finances and outlook, with such recommendations as he thinks proper to submit.

RULE III.—Vice-President.

The Vice-President shall in the absence of the President perform his duties.

RULE IV.—Secretary.

The Secretary shall perform the duties usually appertaining to this office, including recording and correspondence.

RULE V.—Treasurer.

The Treasurer shall receive, invest and take charge of the funds of the school; and make an annual report (oftener if re-

quired) to the President and Trustees of receipts and disbursements. All checks drawn against the funds of the school shall be countersigned by the President.

RULE VI.—Standing Committees.

At the annual meeting of the Trustees the President shall appoint the following standing committees, and the President shall be *ex-officio* a member of each:

Finance Committee.
Visiting Committee.

RULE VII.—Finance Committee.

The Finance Committee shall consist of three members, besides the President and Treasurer as *ex-officio* members, and shall manage the finances of the school, subject to direction of the Trustees.

RULE VIII.—Visiting Committee.

The Visiting Committee shall consist of two members, and with the President *ex-officio*. Its duty shall be in supervising the school and aiding the Principal in carrying out the rules prescribed for its regulation. They shall visit the school once in each week.

An alphabetical list of the Trustees shall be made; and the first two on the list shall be the first Visiting Committee, they determining which shall serve two and which one month; and, thereafter, at the end of each month the senior shall be relieved, and a new member (the next on the list) shall take his place; the elder Committee-man to be Chairman.

RULE IX.—Meetings.

The annual meetings of the Trustees shall be held on the first Monday in April of each year.

The stated meetings of the Board shall be held quarterly, on the first Mondays in January, April, July and October.

Special meetings may be called by the President at his discretion, and must be called by him on the written request of three of the Trustees.

Notice of all meetings must be given three days prior thereto.

RULE X.—Quorum. Absentees.

A majority of the Trustees shall constitute a quorum for the transaction of business.

Unless satisfactory reason be given, prolonged absence from meetings shall justify absentee's name being stricken from the roll of Trustees.

No member of the Board shall receive any compensation for services rendered.

RULE XI.—Order of Business.

The order of business at meetings shall be—

1. Reading minutes of last meeting.
2. Unfinished business.
3. Reports of committees.
4. Special order.
5. Communications.
6. Motions and resolutions.
7. Adjournment.

RULE XII.—Alterations and Amendments.

These rules may be amended, added to, or otherwise altered from time to time; *Provided* notice of such amendment, addition, or alteration, be given at any regular meeting of the Board and passed by a two-third vote at the next regular meeting. The two-third vote herein required being two-thirds of the fifteen Trustees.

RULE XIII.—Vacancies.

Vacancies in the number of Trustees, provided for in the Act of Incorporation, shall be reported by the President at the meeting next after which it comes to his knowledge, but may be reported by any other Trustee, and notice thereof shall be immediately sent to each of the Trustees. Such vacancy may be filled at any regular meeting subsequent to its announcement to the Trustees by the President or other member, and it shall require ten affirmative votes to elect any person to fill such vacancy.

REGULATIONS

FOR THE

SOUTH CAROLINA TRAINING SCHOOL FOR NURSES.

So far as concerns the Training School, the course of instruction will commence on the first Monday of April.* This will, however, not prevent applicants being received at other times.

The course of instruction extends over a period of two years.

The school consists of fourteen or sixteen pupils, divided into classes, who serve respectively as assistants and as head nurses, for such periods, in each case, as shall be fixed by the Principal under the direction of the Trustees.

Applicants for tuition in the Training School must be between twenty and thirty-five years of age, and possess a good common school education. They must produce certificates of good character, good health and physical capacity for the duties of nurses satisfactory to the Trustees, and should make application to the Principal of the School.

If admitted, they will be expected to serve one month on probation, during which time they will receive board and lodging, but no compensation unless accepted as pupils, when they must sign an agreement to remain in the school and subject themselves to its rules for the full period of two years from the commencement of their term, unless failing of promotion, and during the second year of their course they will be expected and required to perform such duties as nurses, in Hospitals or private families, as may be assigned them by the Trustees.

* The first *term* of the School will commence on 1st October, 1883, and such pupils as enter at that time will be graduated, and diplomas given—provided they pass the examination—on the completion of their term of two years.

At the end of each term there shall be an examination of the graduating class, conducted under the supervision and in the presence of the Trustees, which, being creditably passed shall entitle its members to a Diploma under the seal of the School.

The Principal of the School shall exercise the functions of her office subject to the general authority of the Trustees. With this reservation, the School shall be under her direct supervision and control, and her authority shall extend over all that pertains to the duties and discipline of the nurses in the wards, as well as to the details of their instruction in the School. All the servants and orderlies shall be responsible to her in the performance of such duties as relate to the nursing of the patients.

In case of misconduct or insubordination, the Principal may suspend members of the class from duty, and refer the case to the Visiting Committee for final decision.

The pay for the first year is $5.00 a month, for the second year $10.00 a month. This sum is allowed for the dress, text-books, and other personal expenses of the nurse, and is in no wise intended as wages, it being considered that the education given is a full equivalent for their services. They are required after the month of probation, when on duty, to wear the dress prescribed by the Institution, which is of blue and white seer-sucker, simply made, white apron and cap, and linen collar and cuffs.

The instruction will be given by such physicians as designated by the Trustees ; by the Principal of the School, and by the Head Nurse of the Ward ; each ward being provided, as far as possible, with a Head Nurse.

It will consist in part of didactic lectures relating to the general principals of nursing ; the observation and recording of symtoms ; the diet of the sick, and the methods of managing helpless patients.

The examination of graduates shall be as near the first of April as in each year is practicable, and the diplomas delivered within two weeks after the examination is completed.

COURSE OF TRAINING.

1. The dressing of blisters, burns, sores, and wounds; the application of fomentations, poultices, cups and leeches.

2. The administration of enemas, and use of catheter.

3. The management of midwifery, and uterine cases.

4. The best method of friction to the body and extremities.

5. The management of helpless patients; making beds; moving, changing, and giving baths in bed; preventing and dressing bed sores; and managing positions.

6. Bandaging, making bandages and rollers, lining of splints.

7. The preparing, cooking, and serving of delicacies for the sick.

They will also be given instruction in the best practical methods of supplying fresh air, warming and ventilating sick rooms in a proper manner, and are taught to take care of rooms and wards; to keep all utensils perfectly clean and disinfected; to make accurate observations and reports to the physician of the state of the secretions, expectoration, pulse, skin, appetite, temperature of the body, intelligence—as delirium or stupor,—breathing, sleep, condition of wounds, eruptions, formation of matter, effect of diet, or of stimulants, or of medicines; and to learn the management of convalescents.

The teaching will be given by visiting and resident physicians and surgeons, or such other physicians as designated by the Trustees, at the bedside of the patients, and by the Principal, Assistant-Principal, and Head Nurses. Lectures, recitations, and demonstrations will take place from time to time, and examinations at stated periods.

FORM OF APPLICATION.

THIS SIDE IS TO BE FILLED OUT IN THE CANDIDATE'S OWN HANDWRITING, AND SENT TO PRINCIPAL OF THE "SOUTH CAROLINA TRAINING SCHOOL FOR NURSES," CITY HOSPITAL, CHARLESTON, S. C.

Candidate's name in full, and address.....

2. Condition in life, single or a widow.....

3. Present occupation or employment.....

4. Place and date of birth.....

5. Height.....

6. Weight.....

7. Where educated.....

8. Are you strong and healthy, and have you always been so?

9. Are your sight and hearing perfect?.....

10. Have you any tendency to pulmonary complaint?

11. Have you any physical defects?.....

12. If a widow, have you children? How many? How old? How are they provided for?

13. Where (if any) was your last situation? How long were you in it?

14. Names in full and addresses of two persons to be referred to. State how long each has known you. If previously employed, one of these must be the last employer.

..... has known me years.

..... has known me years.

15. Have you read, and do you clearly understand the Regulations?

I declare the above statement to be correct.

Date.....

Signed.....

RULES FOR THE HOME.

RULE 1. The hour for rising is 6:30 A. M. Before leaving the Home for the Hospital, each nurse must make her bed, dust and arrange her room and closet, leaving them in good order, so that they may be ready for inspection by visitors at any time during the day.

The hour for closing the Home is 10 P. M. All inmates of the Home are expected to be within doors at that hour, unless they have special permission to be absent. The lights will be put out in the parlor and halls, and nurses must retire to their rooms.

The gas must be turned down when a nurse leaves the room.

RULE 2. The hours for meals are—breakfast from 7 to 8 A. M.; first dinner, 12:30; second dinner, 1:30; first supper, 7; second supper, from 8:10 to 8:45. Nurses must not linger in the dining room after meals. No food is provided for the nurses out of the appointed time, except when ordered by the Matron at the request of the Principal. Nurses are not to go into the kitchen, nor give orders to the cook—all such matters to be referred to the Matron. No visitors are to be invited to meals; or to spend the night in the Home. The parlor is for the reception of visitors, but a nurse can invite ladies to her room if agreeable to her room-mate.

RULE 3. Conditions upon which the nurses can have the privileges of the laundry: Twelve pieces, well marked, and one dress are allowed each person per week. No laces, muslins, or white muslin skirts will be received. Each must be provided with a clothes-bag, marked, in which clothes are to be put and placed on each floor early Monday morning, or late Sunday evening, if convenient. A book with list of clothes, dated, must be sent in every week, with name on the outside of book. On Thursdays the dresses and skirts must be taken, but no clothes from the Matron till Saturday, when all must verify their lists before taking their clothes away.

Any one disregarding these regulations will forfeit the privilege of having their clothes laundried in the Home.

RULE 4. The nurses are under the authority of the Principal, in the Home, in the Hospital, and when on private service. When taken off duty, on account of sickness, they must not leave the home nor return to their Hospital duties without the direction of the Principal; neither can they at any time go to the Hospital without permission, except at the regular hours. Nurses are not permitted to receive calls in the wards of the Hospital from their friends or other nurses.

RULE 5. A Physician will be selected by the President of the Board to attend the nurses in sickness. They will not be allowed to consult any other medical man without permission from the Principal, nor to obtain medicine from the Hospital drug store without the order of the Home doctor, or that of the Principal.

RULE 6. Nurses who may have children will not be allowed to keep them at the Home.

Punctuality, personal neatness, general order, a gentle voice and manner, and a patient temper, are essentials in a good nurse. Let the nurse cultivate these qualities, together with a humane, loving spirit.

RULES FOR NURSES AND ORDERLIES.

1. The hours of duty for Nurses and Orderlies by day, shall be from 7 o'clock A. M. to 7 P. M.; and by night from 7 o'clock P. M. to 7 A. M.

2. Each Nurse must be in her Ward promptly at 7 o'clock in the morning. She must be neatly dressed, with her hair smoothly arranged. Her clothing and person must be kept scrupulously clean.

3. The Assistant Nurses and Orderlies must regard themselves as subordinate to the Head Nurse of the Ward and obey her orders. No commands shall be received from patients.

4. Nurses must observe proper decorum and civility toward patients, Orderlies and each other. Every person should be addressed by the surname, and no other name or designation is to be used.

5. Nurses and Orderlies on the entrance of an Officer or stranger into the Ward shall at once rise, if seated, and give all visitors prompt attention.

6. The Nurses will take their meals in the Nurses' Dining Room. Breakfast will be served at 7.30 o'clock in the morning, dinner at 12 o'clock noon, and supper at half-past 5 o'clock in the afternoon.

7. Meals must be punctually attended by the Nurses in turn; one Nurse always remaining in the Ward or within call.

It shall be the duty of the Head Nurse of each Ward daily before the House Surgeon or Physician makes his round, to enter the name of each patient in the Ward on the diet sheet, and present the same for the House Surgeon or Physician to prescribe the diet of each patient in the Ward.

It shall be the duty of the Head Nurse, immediately after the House Surgeon or Physician leaves the Ward, to make a duplicate of the diet sheet, provided for above, and send the original to the office of the Superintendent of the Hospital, keeping the duplicate for verification of the diet ordered for each patient.

8. It shall be the duty of the Head Nurse, or of the Orderly of each Ward, to enter the name of each patient in the Ward every morning in the Diet Sheet. Special care must be taken by Nurses to ascertain the wishes of patients seriously sick in regard to food, drink and other matters, and to inform the House Surgeon on the subject when on his rounds.

The Head Nurse or Orderly shall compare the food supplied with the order, and mark it "Complete" or "Incomplete," as the case may be, adding her or his name. If it is "*Incomplete*," notice of the omission shall be given to the Superintendent, and if not corrected within fifteen minutes, the fact shall be reported to the House Surgeon of the Ward for report to the Visiting Committee of the Hospital.

9. When any food, drink or fruit shall be supplied for any

patient by friends or other persons outside, it shall not be given to the patient except by the approval of the House Surgeon.

10. The appropriation by any Nurse or Orderly, or other employee, of any article of food or drink prescribed for a patient, will be deemed an offense, justifying the discharge of the person so offending.

11. Nurses will be required to replace thermometers and other expensive articles which may be broken or lost through their fault or neglect.

12. It shall be the duty of the Head Nurse to report promptly to the Principal of the School, and she, if necessary, to the Superintendent, everything in the Ward requiring attention, and especially the failure of the supply of ice, and any misbehavior or insubordination of patients or persons employed. The omission to do this will be considered a serious offense.

13. After the morning or afternoon prescriptions have been completed, the Head Nurse of the Ward shall send them down to the Apothecary, together with the empty bottles. Any failure to supply medicines or surgical apparatus must be immediately reported to the Principal of the School, and by her, if necessary, to the Superintendent.

14. All medicines, dressings, etc., must be kept in the medicine closet provided for the purpose, and the closet kept always locked.

15. Any unfavorable condition taking place in a patient must be promptly reported to the House Surgeon.

16. The affairs and condition of all patients are to be considered as strictly private.

17. The Nurse or Orderly in charge will be held responsible for the whereabouts of the patients of the Ward.

18. If a card is not supplied to a Ward within an hour after the arrival of a patient, the Head Nurse or Orderly must immediately report the omission to the Principal of the School, and she to the Superintendent.

19. When a patient is to be discharged, the Head Nurse or Orderly will see that the patient is properly dressed, and takes away all his or her effects; and shall accompany such patient

to the Superintendent's office, and there deposit his or her card.

20. All linen must be changed at the prescribed time, and an accurate account kept of the number and condition of the stock of the Ward.

21. All bandages unfit for washing and waste material generally must be put in the waste pail at once, and all soiled clothes or other material for the laundry in the clothes basket. At five minutes before 9 A. M. the pail and clothes bag must be removed, the pails must be emptied, and the clothes taken to the Matron, and the bags and pails promptly returned.

22. Each Head Nurse will be held responsible for the condition of her Ward, its order and ventilation, including the dining-room, closets and lavatory attached, and for the cleanliness and serviceable condition of all utensils.

23. When the temperature of the Ward falls below 62° or rises above 68° in cold weather, it must be reported to the Principal of the School. When the sun is too bright or warm, the blinds must be closed.

24. Beds and bedding must be aired carefully, some each day, that all may be fresh at least once a week.

25. When a patient leaves the Hospital, his or her bed must be aired thoroughly, and for as long a period as the House Surgeon shall direct.

26. Every direction of the Medical Officers must be carefully noted and obeyed, and medicines must be administered faithfully at the time and in the quantity prescribed.

27. At the discretion of the Principal, Nurses will be allowed leave of absence one afternoon in each week; and they shall, also, if the pressure of their duties and the condition of the weather permits, spend an hour every day in the open air. They will also be excused from duty one-half day every Sunday, alternating, as the Principal shall direct, so that each shall be absent in the forenoon of one Sunday, and in the afternoon of the next Sunday. They will likewise have permission to be absent one evening in each week, and to have a vacation of two weeks in each year; which absences and vacations shall be fixed by the Trustees on

recommendation of the Principal, according to the exigencies of the Hospital service, with just regard to their wishes and convenience.

28. Nurses will not require passes to go out; but they must obtain permission from the House Surgeon if they desire to go out while on duty at other than the regular hours. When off duty, the Principal may grant permission.

29. The Head Nurses of Wards may go out for a walk every day, and the Assistants from

If the weather prevents open air exercise, they may go to their own rooms or those of other Nurses at will. They are earnestly recommended, however, to so use the time as to present the greatest possible contrast to their work in the Wards. The sitting-room shall be lighted every evening from eight to ten for the use of the Nurses, who may receive visitors during these hours, subject to the discretion of the Principal.

30. Nurses and Orderlies are not to visit other Wards or talk to other Nurses and Orderlies when on duty, except in performance thereof.

31. The Night Nurses will be allowed recreation when off duty, subject to the supervision of the Principal. Orderlies will have the same privilege, subject to the supervision of the House Surgeon. They must not remain in the Wards during their leisure hours.

32. Orderlies will apply for passes to the House Surgeon of his Ward.

33. Loud talking across Wards or Halls, or unnecessary noise of any kind, is forbidden.

RULES FOR NURSES GOING OUT TO PRIVATE SERVICE.

The nurses are to attend the sick, both rich and poor, at hospitals or private houses, as the Committee or Principal may appoint.

When sent from the Home to attend a patient, they receive their instructions from the Principal.

While on duty in the Home, at the Hospital, or in private houses, the regulations of the School with regard to dress are to be observed by the nurse.

A nurse is always to bring back with her a report of her conduct and efficiency from the family of her patient, and from the medical attendant.

It is expected that nurses will bear in mind the importance of the situation they have undertaken, and will evince, at all times, the self-denial, forbearance, gentleness, and good temper so essential in their attendance on the sick, and also to their character as nurses. They are to take the whole charge of the sick-room, doing everything that is requisite in it, when called upon to do so. When nursing in families where there are no servants, if their attention be not of necessity wholly devoted to their patient, they are expected to make themselves generally useful. They are to be careful not to increase the expense of the family in any way. They are also most earnestly charged to hold sacred the knowledge which, to a certain extent, they must obtain of the private affairs of such households or individuals as they may attend.

"The Trustees of the South Carolina Training School for Nurses" being a corporate body, are entitled, under the Act of Incorporation, by its corporate name, "to receive and hold donations, devises, bequests and legacies, and to hold real and personal property * * for the use and benefit of the said school."

The insertion in any will of the following clause is sufficient to make the Trustees legatees:

"I give and bequeath unto the Trustees of the South Carolina Training School for Nurses, the sum of.....dollars, for the use and benefit of said school, in such manner as the said trustees shall see proper."

Or the person making the will may designate the use to be made of the legacy.

BY-LAWS

OF THE

LADIES' AUXILIARY ASSOCIATION

TO THE

South Carolina Training School for Nurses.

The object of this Association shall be to aid and assist the Trustees of the South Carolina Training School for Nurses in establishing and conducting said School.

The immediate object being to create an interest in the same throughout the State, and to collect funds sufficient to purchase or provide a suitable Home for the pupils; to secure additional members for the Association, whose duty will be to use their influence in favoring the object of the School by securing scholars, receiving donations, and, when practical, by visiting the Home and School at the Hospital.

RULE I.—Officers.

The officers of the Association shall consist of:

1. A President.
2. 1st Vice-President.
3. 2d Vice-President.
4. Secretary and Treasurer.

They shall be elected at the Anniversary Meeting of each year, to be held on the first Tuesday in January, by a majority of the members present.

RULE II.—President.

The President shall preside at all meetings; call meetings at her discretion, or upon the written request of three (3) members; she shall annually appoint the Standing Committees provided for in these rules, and be *ex-officio* a member of each. She shall report annually, in writing, at the Anniversary Meeting of the Association upon such matters as

pertain to the objects of the Association, and present such recommendations as she may think proper to submit.

RULE III.—Vice-Presidents.

The Vice-President shall in the absence of the President perform the duties of her office.

RULE IV.—Secretary and Treasurer.

The Secretary and Treasurer shall perform the duties of recording the minutes of the meetings and correspondence, and shall receive, invest, and take charge of the funds of the Association. She shall make an annual report (oftener if required) to the President and members, of receipts and disbursements.

All checks drawn against the funds of the Association shall be countersigned by the President.

RULE V.—Standing Committees.

At the anniversary meeting of the Association, the President shall appoint the following Standing Committees, and the President shall be *ex-officio* a member of each:

Executive Committees shall consist of six members.

A Finance Committee.

The Visiting Committees.

The Soliciting Committees.

RULE VI.—Finance Committee.

The Finance Committee shall consist of three (3) members besides the President and Treasurer as *ex-officio* members, and shall manage the finances of the Association.

RULE VII.—Soliciting Committees.

The Soliciting Committees shall consist of —— members in each ward of the City or County. Their duties shall be to solicit members and donations.

RULE VIII.—Visiting Committees.

The Visiting Committees shall consist of eight (8) members, who shall visit the Home for the pupils, and, when practicable, the Hospital; by their influence to maintain a high standard of efficiency, and correct deportment among the pupils of the school.

Visiting Committees shall be appointed for each month.

A list of them, and the period of time they are expected to act, shall be prepared by the Secretary and Treasurer, who shall also notify the members as to such service being due from them.

RULE IX.—Meetings.

The anniversary meeting of the Association shall be held on the first Tuesday in January of each year.

Stated meetings shall be held monthly on the first Tuesday, or such day as the President and Executive Committee appoint.

RULE X.—Membership.

Any one can become a member by applying to any member of the Association, accompanying the application with the annual dues.

RULE XI.—Dues.

The annual dues of a member shall be two dollars, payable in advance in January.

RULE XII.—Quorum.

Eleven members shall constitute a quorum for the transaction of all business.

RULE XIII.

The order of business at meetings shall be—

1. Reading minutes of last meeting.
2. Unfinished business.
3. Reports of Committees.
4. Special order.
5. Communications.
6. Motions and resolutions.
7. Adjournments.

RULE XIV.—Alterations and Amendments.

These rules may be amended, added to, or otherwise altered from time to time; *Provided* notice of such amendment, addition, or alteration, be given at any regular meeting of the Association, and passed by a two-third vote at the next regular meeting.

OFFICERS AND MEMBERS

OF

LADIES' AUXILIARY ASSOCIATION.

APRIL, 1884.

Mrs. ANDREW SIMONDS, *President.*
Mrs. GEO W. WITTE, *First Vice-President.*
Mrs. PAUL TRENHOLM, *Second Vice-President.*
Mrs. E. H. JACKSON, *Secretary and Treasurer.*

Adams, Mrs. C. D. C . . . . . Barnwell County, S. C.
Adger, Mrs. Andrew . . . . . Charleston, S. C.
Adger, Miss J. A . . . . . Charleston, S. C.
Adger, Miss J. E . . . . . Charleston, S. C.
Adger, Miss Willie . . . . . Charleston, S. C.
Adger, Mrs. William . . . . . Charleston, S. C.
Allston, Mrs. L. G. . . . . Georgetown County, S. C.
Anderson, Mrs. J. D. . . . . Laurens, S. C.
Baggot, Mrs. M. A . . . . . Barnwell County, S. C.
Baker, Mrs. Henry . . . . . Charleston, S. C.
Barker, Mrs. T. G. . . . . Charleston, S. C.
Banks, Mrs. Hugh R . . . . . Charleston, S. C.
Bamberg, Mrs. E. M. . . . . Bamberg, Barnwell County, S. C.
Bamberg, Mrs. I. S . . . . . Bamberg, Barnwell County, S. C.
Beatie, Mrs. H . . . . . Greenville County, S. C.
Beaty, Mrs J. M . . . . . Winnsboro', Fairfield County, S. C.
Bellinger, Mrs. John. . . . . Charleston, S. C.
Bennett, Mrs. W. C . . . . . Abbeville C. H., S. C.
Benton, Mrs. W. A . . . . . Chesterfield County, S. C.
Blodgett, Mrs. Eber . . . . . Charleston, S. C.
Bonham, Mrs. M. L., Jr. . . . . Abbeville County, S. C.
Boozer, Mrs. S. P. . . . . Newberry C. H., S. C.
Bratton, Mrs. M. R . . . . . Yorkville C. H., S. C.
Brown, Mrs. Edmonds T. . . . Charleston, S. C.
Browne, Mrs. E. C. L . . . . . Charleston, S. C.

Bryan, Mrs. Geo. D . . . . . Charleston, S. C.
Bryan, Mrs. J. P. K . . . . . Charleston, S. C.
Buist, Mrs. Henry. . . . . Charleston, S. C.
Buist, Mrs. Geo. Lamb. . . . . Charleston, S. C.
Burckmeyer, Mrs. C. L . . . . Charleston, S. C.
Bull, Mrs. N. R. . . . . Orangeburg County, S. C.
Cathcart, Mrs. Robt. S. . . . . Charleston, S. C.
Cloud, Miss E. R . . . . . Fairfield County, S. C.
Coit, Mrs. M. C. . . . . Chesterfield County, S. C.
Congdon, Mrs. Geo. R. . . . . Georgetown County, S. C.
Counts, Mrs. Col . . . . . Barnwell County, S. C.
Courtenay, Mrs. W. A . . . . . Charleston, S. C.
DeLeon, Mrs. H. H . . . . . Charleston, S. C.
DeSaussure, Miss F. E. . . . . Charleston, S. C.
DeSaussure, Mrs. L. D. . . . . Charleston, S. C.
Dibble, Mrs. Samuel. . . . . Orangeburg C. H., S. C.
Dowie, Mrs. George . . . . . Charleston, S. C.
Drake, Mrs. C. M . . . . . Charleston, S. C.
Dressel, Mrs . . . . . Charleston, S. C.
Duvall, Mrs. G. W. . . . . Chesterfield County, S. C.
Edgerton, Mrs. J. E . . . . . Charleston, S. C.
Evans, Mrs. J. C. . . . . Chesterfield County, S. C.
Faber, Mrs. J. C. . . . . Charleston, S. C.
Ferguson, Mrs. T. B. . . . . Greenville, S. C.
Fleniken, Mrs. D. R. . . . . Winnsboro,
Fairfield County, S. C.
Ford, Miss . . . . . Charleston, S. C.
Forrest, Mrs. John. . . . . Charleston, S. C.
Forster, Mrs. A. M . . . . . Georgetown County, S. C.
Frost, Mrs. Edwin. . . . . Charleston, S. C.
Frost, Mrs. Henry. . . . . Charleston, S. C.
Frotti, Mrs. S. W . . . . . Barnwell County, S. C.
Gaillard, Mrs. H. A . . . . . Fairfield County, S. C.
Gardner, Mrs. E. H . . . . . Charleston, S. C.
Gibbes, Mrs. Geo. E. . . . . Charleston, S. C.
Gibbes, Mrs. James S. . . . . Charleston, S. C.
Glidden, Mrs. C. H. . . . . Charleston, S. C.
Glover, Mrs. J. V . . . . . Orangeburg, S. C.
Green, Mrs. H. P . . . . . Columbia, S. C.
Griffin, Mrs. P. E . . . . . Columbia, S. C.
Harlee, Mrs. Gen. W. W . . . . Marion C. H., S. C.
Hart, Mrs. N. S. . . . . Charleston, S. C.
Hart, Mrs. S. N. . . . . Charleston, S. C.
Haskell, Mrs. A. C. . . . . Columbia, S. C.
Hayden, Mrs. A. H . . . . . Charleston, S. C.

Hays, Mrs. Edward . . . . . Orangeburg, S. C.
Heriot, Mrs. Eliza S . . . . . Plantersville, S. C.
Hill, Mrs. C. A . . . . . Charleston, S. C.
Holmes, Mrs. Geo. S. . . . . Charleston, S. C.
Howe, Mrs. George, Jr. . . . . Columbia, S. C.
Huger, Mrs. W. H. . . . . Charleston, S. C.
Hubbell, Mrs. E. R. C . . . . . Orangeburg, S. C.
Hunt, Mrs. W. H . . . . . Newberry C. H., S. C.
Hunter, Mrs. J. P . . . . . Laurens C. H., S. C.
Hunter, Mrs. W. M . . . . . Laurens C. H., S. C.
Huntley, Mrs. J. S. . . . . Chesterfield County, S. C.
Hutson, Mrs. E. P. . . . . Barnwell County, S. C.
Isaacs, Mrs. A . . . . . Greenville, S. C.
Jackson, Mrs. E. H . . . . . Charleston, S. C.
Jackson, Mrs. Stephen . . . . . Chesterfield County, S. C.
Jervey, Mrs. James. . . . . Charleston, S. C.
Jervey, Mrs. Wm. St. J. . . . . Charleston, S. C.
Johnson, Mrs. J. M. . . . . Marion C. H., S. C.
Johnston, Mrs. A. S. . . . . Charleston, S. C.
Johnstone, Mrs. Allan . . . . . Newberry County, S. C.
Jones, Mrs. Fannie M. . . . . Charleston, S. C.
Kay, Mrs. M. E. . . . . Charleston, S. C.
Kelly, Miss E. A. . . . . Charleston, S. C.
Kerr, Mrs. W. H. . . . . Fairfield County, S. C.
Kerrison, Mrs. E. L. . . . . Charleston, S. C.
Kilgore, Mrs. B. F. . . . . Woodruff P. O., S. C.
Kinloch, Miss M. H. . . . . Charleston, S. C.
Kinloch, Mrs. R. A. . . . . Charleston, S. C.
Kirkpatrick, Mrs. J. D. . . . . Charleston, S. C.
Kollock, Mrs. C. . . . . Cheraw, S. C.
Ladson, Mrs. W. H. . . . . Charleston, S. C.
Lachicotte, Mrs. J. R. . . . . Waverly Mills, Waccamaw, S. C.
Lawton, Mrs. W. W. . . . . Charleston, S. C.
Lesesne, Mrs. S. L. . . . . Charleston, S. C.
Lengnick, Mrs. A. . . . . Charleston, S. C.
Lopez, Mrs. J. H. . . . . Charleston, S. C.
Lowry, Mrs. T. J. . . . . Yorkville, S. C.
Lowndes, Miss S. . . . . Charleston, S. C.
Luhn, Mrs. G. J. . . . . Charleston, S. C.
Mallonee, Mrs. J. C. . . . . Charleston, S. C.
Manville, Mrs. A. P. . . . . Barnwell County, S. C.
Marshall, Mrs. J. W. . . . . Abbeville C. H., S. C.
Miller, Mrs. W. S. . . . . Charleston, S. C.
Miles, Mrs. J. J. . . . . Barnwell County, S. C.

Moise, Mrs. B. F. . . . . Charleston, S. C.
Moore, Mrs. E. C. . . . . Charleston, S. C.
Motte, Mrs. J. W. . . . . Chesterfield C. H., S. C.
Mower, Mrs. Cynthia . . . . . Newberry County, S. C.
Munnerlyn, Mrs. B. A. . . . . Georgetown, S. C.
Malloy, Mrs. M. A. . . . . Chesterfield County, S. C.
Mauldin, Mrs. W. L. . . . . Greenville, S. C.
McCaw, Mrs. B. M. . . . . Yorkville, S. C.
McCrady, Mrs. . . . . Charleston, S. C.
McGahan, Mrs. T. R. . . . . Charleston, S. C.
McIver, Mrs. Henry . . . . . Chesterfield County, S. C.
McIver, Mrs. John H. . . . . Chesterfield County, S. C.
McLoy, Mrs. A. . . . . Charleston, S. C.
McMillan, Mrs. W. C. . . . . Marion, S. C.
McPheters, Mrs. A. C. . . . . Yorkville, S. C.
McCaughrin, Mrs. R. L. . . . . Newberry, S. C.
Nesbit, Mrs. Ralph . . . . . Waverly Mills, Waccamaw, S. C.
Neuffer, Mrs. M. L. . . . . Orangeburg, S. C.
Nolte, Mrs. . . . . Charleston, S. C.
O'Bannon, Mrs. J. J. . . . . Barnwell County, S. C.
O'Driscoll, Mrs. D. M. . . . . Charleston, S. C.
Parker, Mrs. W. C. . . . . Abbeville, S. C.
Parker, Mrs. W. H. . . . . Abbeville, S. C.
Patrick, Mrs. C. C. . . . . Charleston, S. C.
Pelzer, Mrs. F. J., Jr. . . . . Charleston, S. C.
Perry, Mrs. A. S. J. . . . . Charleston, S. C.
Pickett, Mrs. M. P. . . . . Charleston, S. C.
Pinckney, Mrs. C. C. . . . . Charleston, S. C.
Pritchard, Mrs. J. C. . . . . Chesterfield County, S. C.
Pringle, Mrs. John Julius . . . . Plantersville, S. C.
Ravenel, Miss C. P. . . . . Charleston, S. C.
Rice, Mrs. J. A. J. . . . . Barnwell County, S. C.
Rion, Mrs. Jas. H. . . . . Winnsboro, S. C.
Roach, Mrs. Wm. . . . . Charleston, S. C.
Roberts, Mrs. David . . . . . Charleston, S. C.
Robertson, Mrs. H. C. . . . . Charleston, S. C.
Robertson, Mrs. W. R. . . . . Winnsboro, S. C.
Ryan, Mrs. Kate . . . . . Barnwell County, S. C.
Salinas, Mrs. C. B . . . . . Charleston, S. C.
Scoville, Mrs. W. N. . . . . Orangeburg County, S. C.
Simonds, Mrs. Andrew . . . . . Charleston, S. C.
Simons, Mrs. T. Grange . . . . Charleston, S. C.
Simpson, Mrs. J. P. . . . . Laurens C. H., S. C.
Simpson, Mrs. W. W. . . . . Woodruff P. O., S. C.

Small, Mrs. J. H. . . . . Charleston, S. C.
Small, Mrs. Jacob . . . . . Charleston, S. C.
Smith, Mrs. Ford . . . . . Charleston, S. C.
Smith, Miss C. M. . . . . Charleston, S. C.
Solomons, Mrs. J. R. . . . . Charleston, S. C.
Stickney, Mrs. Asa . . . . . Charleston, S. C.
Stokes, Mrs. John W. . . . . Greenville County, S. C.
Stroman, Mrs. C. L. . . . . Orangeburg, S. C.
Taylor, Mrs. B. W. . . . . Columbia, S. C.
Taylor, Mrs. Frank . . . . . Charleston, S. C.
Tiedeman, Mrs. P. C. . . . . Charleston, S. C.
Toale, Mrs. P. P. . . . . Charleston, S. C.
Trenholm, Mrs. Paul C. . . . . Charleston, S. C.
Trenholm, Mrs. William . . . . Charleston, S. C.
Turner, Mrs. Thomas . . . . . Charleston, S. C.
Valk, Mrs. C. A. . . . . Charleston, S. C.
Vedder, Mrs. Chas. S. . . . . Charleston, S. C.
Vereen, Mrs. W. J. . . . . Chesterfield County, S. C.
Waddill, Mrs. E. J. . . . . Chesterfield County, S. C.
Walsh, Mrs. J. T. . . . . Marion C. H., S. C.
Ward, Mrs. B. H. . . . . Waverly Mills, Waccamaw, S. C.
Washington, Miss M. B. . . . . Charleston, S. C.
White, Mrs. J. B. . . . . Marion C. H., S. C.
White, Mrs. S. E. . . . . Georgetown, S. C.
Williams, Miss L. L. . . . . Charleston, S. C.
Williams, Mrs. W. B. . . . . Charleston, S. C.
Wilson, Mrs. J. J. . . . . Chesterfield County, S. C.
Wilson, Mrs. W. B. . . . . Yorkville, S. C.
Witte, Mrs. A. F. . . . . Charleston, S. C.
Witte, Mrs. C. O. . . . . Charleston, S. C.
Wolfe, Mrs. S. S. . . . . Winnsboro, S. C.
Young, Mrs. Louis G. . . . . Charleston, S. C.
Young, Mrs. Henry . . . . . Charleston, S. C.